

## **English for Business**

English for Business Level 3 Targets:

1. Language use in variety of ways within a range of business contexts
2. Employ appropriate formats and styles to produce business documents for different audiences and purposes
3. Participate in conversations and discussions
4. Make fluent oral presentations on business-related topics

Duration: 13 weeks

Seminars: Business Letters and Business Reports

<b>Date</b>	<b>Topics to be covered</b>	<b>Instructor</b>	<b>For Review</b>
16/02	Business Ethics Asking for and Giving Opinions Listing Sentence Structure Revised	Eleni Panagiotopoulou	
18/02	Selling Off a Business Line Defining Circumstances – Conditionals & Variations News Article for Discussion	Eleni Panagiotopoulou	
23/02	Selling Off a Business Line 2 Expressing Likelihood	Eleni Panagiotopoulou	
25/02	Dealing with Mistakes Modals Checking and Confirming Information	Eleni Panagiotopoulou	
27/02	Seminar: Business Letters	Lesa Mullen	
02/03	How do you rate as an entrepreneur? Relative Clauses	Eleni Panagiotopoulou	
04/03	Memos – layout Connecting and Sequencing Ideas Requesting Information and Action	Eleni Panagiotopoulou	
09/03	Memos 2 – Correcting Eliminating Irrelevance: Participle Clauses Punctuation and Spelling	Eleni Panagiotopoulou	
11/03	Descriptions People and Situations Adjectives News Article for Discussion	Eleni Panagiotopoulou	
13/03	Seminar: Business Reports	Lesa Mullen	
16/03	Team Development – the right blend Advising and Suggesting Chairing a Meeting	Eleni Panagiotopoulou	
18/03	Legal Arguments Obligations and Requirements Ability and Inability	Eleni Panagiotopoulou	

23/03	Chart Breakdown Describing Trends Cause and Effect	Eleni Panagiotopoulou	
<b>Reading Week</b>			
08/04	Differences between Teams and Groups Comparing and Contrasting News Article for Discussion	Eleni Panagiotopoulou	
10/04	Seminar: Overall Review	Eleni Panagiotopoulou	
13/04	Interpersonal Skills Equating and Including Ideas News Article (compare) - summary	Eleni Panagiotopoulou	
15/04	Presentations Mind-mapping Introduction – Middle - End	Eleni Panagiotopoulou	
20/04	Presentations 2 Participants Present a Topic	Eleni Panagiotopoulou	
22/04	Aggressive and Assertive Behaviour Asserting and Downtoning Information	Eleni Panagiotopoulou	
24/04	3-hour Mock Exam	Invigilation	
27/04	Responsibilities and Work Classifying Information	Eleni Panagiotopoulou	
29/04	Mock Exam Review	Eleni Panagiotopoulou	
<b>EXAM PREPARATION</b>			